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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Systems Branch

FROM : Chief, Records Management Division

SUBJECT: Inventory of Filing Equipment

DATE: 17 May 1954

1. You will recall that we had considerable difficulty in the past in getting reasonably accurate information from the Logistics Office on the number and kinds of filing equipment used in the Agency. It has occurred to me recently that perhaps the Security Office might have the best record of the safe-type filing equipment since they probably carry the combinations to all such safes.

2. Please make another inquiry with the Logistics Office to determine if their records do reflect an accurate inventory and if you are unable to get the type of information that we need from them, see if the Security people can help us out.

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